

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Employment Development Department

Number: B98-1

Date: July 2, 1998

Expiration Date: 06/30/99
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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: FOURTH QUARTER REPORTING DEADLINES FOR PY 1997-98

This Information Bulletin transmits fourth-quarter reporting deadlines for Title II and Title III financial and participant reports for Program Year (PY) 1997-98. All Service Delivery Areas (SDA) will be required to transmit financial and participant information in electronic format (direct transmission through the Job Training Automation [JTA] system, diskette or using modem file transfer) and submit original signed hard copies.

DUE DATES	SUBGRANTS	REPORTS
July 20, 1998	Title III 40 Percent Veterans Program Defense Conversion Projects National Reserve Account Projects (including Flood Recovery of 1997 and 1998) Defense Diversification Projects	10E, 11, 12E 10E, 11, 12E 10E, 11, 12E 10E, 11, 12E
July 25, 1998	All Title II Title III Formula 60 percent Title III Governor's Discretionary 40 percent Title III Rapid Response Title II, Title III (Governor's Reserve, National Reserve, and Substate Area)	10, 11, 12 10E, 11, 12E 10E, 11, 12E 12E, State Forms 121 and 122 Individual Participant Data (IPD)
August 20, 1998	All Title II Title III 40 percent Veterans Programs Defense Conversion Projects National Reserve Account Projects (including Flood Recovery of 1997 and 1998) Defense Diversification Projects Title III Formula 60 percent Title III Governor's Discretionary 40 percent Title III Rapid Response	Revisions to the 10, 11, 12, IPD Revisions to the 10, 11, 12E, IPD Revisions to the 10, 11, 12E, IPD Revisions to the 10, 11, 12E, IPD Revisions to the 10, 11, 12E, IPD Revisions to the 10, 11, 12E, IPD Revisions to the 10, 11, 12E, IPD Revisions to the 10, 11, 12E, IPD Revisions to the 10, 11, 12E, IPD

OTHER IMPORTANT INFORMATION:

1. Important contact information and mailing addresses are provided in Attachment A and B. Separate reports are required for each funding source (grant code) within a subgrant. Please do not use any font smaller than ten on the hard copy reports.
2. On the 10E and 11, for the Title III Governor's 40 percent, Defense Diversification Projects, Defense Conversion Projects, and National Reserve Account Projects, please report project-to-date (i.e., from the inception of the project to June 30, 1998) participant information, not PY (July 1, 1997 through June 30, 1998) participant information.
3. The IPD—The JTA users must execute the XIPD program to extract IPD information to be transmitted to the State. The program must be run immediately after the PJ10, PJ10E, and PJ11 reports are run to ensure consistent participant information. The State will use the IPD information to submit an initial Standardized Program Information Report (SPIR) to the Department of Labor on August 15, 1998, and a revised SPIR on September 30, 1998. The SDAs will receive a listing of SPIR errors if their July 25, 1998, IPD submission contains errors. If the SDAs need technical assistance on the IPD, please contact Janet Leong, JTA Customer Support Unit, at (916) 654-9600.
4. Electronic format (i.e., JTA transmission, modem file transfer or diskette) and signed original signed hard copy reports are required for all fourth-quarter and revised fourth quarter-reports. Note that this is a departure from the mid-year quarter requirements, where electronic transmission alone is sufficient. The fourth-quarter and revised fourth-quarter reports will serve as bases for the State's calculation of performance standards and funds utilization and therefore must be officially signed by the SDA.

All electronic format and signed hard copy reports need to be received by JTPD on or before the indicated deadlines. If an SDA faxes the hard copy reports, these faxes need to have authorized signatures and be received by JTPD no later than close of business on the deadline, July 25, 1998, followed by the original hard copy reports submitted through the mail.

5. Please ensure that all entities involved in your local reporting process (including fiscal accounting and service providers) are aware of the final reporting deadlines for PY 1997-98.
6. JTA users should ensure that the JTA system administrator has updated the "Enter Grant Control Data Table, Field 06, Report Close-Out Date," to August 20, 1998, or earlier.

REVISIONS TO THE FOURTH QUARTER REPORTS

1. Revisions to the 10, 10E, 11, 12, 12E, and IPD: These revisions will be accepted until August 20, 1998. If a revision is received after this deadline, the original fourth-quarter report or any revision received between July 25 and August 20, 1998, will be used to calculate final performance standards for PY 1997-98 and the funds utilization (recapture) status of the SDA.

Late revisions will only be used to calculate final performance standards for PY 1997-98 if these lower the performance standard outcomes.

For additional information, please see the attached contact listings.

/S/ Bill Burke
Assistant Deputy Director

REPORTING CONTACT INFORMATION

REPORT	CONTACT	TELEPHONE NUMBER
Title II Expenditure Reports	Danny Patterson	(916) 654-7617
Title II Participant Reports	Marcia Painter	(916) 654-7607
Title III Expenditure Reports	Gemma Angeles-Rubi	(916) 657-2744
Title III Participant Reports	Andy Flennoy	(916) 654-8298
Title III Rapid Response Reports (Forms JTPA 121 and 122)	Gemma Angeles-Rubi	(916) 657-2744
Title III National Reserve Account (NRA) Expenditure Reports	Danny Patterson	(916) 654-7617
Title III NRA Participant Reports	Joannie Ornelas	(916) 654-6634
Title III NRA/Flood Expenditure and Participant Reports	Joannie Ornelas	(916) 654-6634
IPD/XIPD	Janet Leong	(916) 654-9600
Post Program Follow-Up	Cindi Hobart	(916) 654-8285
JTA Help Desk		(916) 653-0202

The fax number for submitting any of the above reports is (916) 654-9586. All fax transmittals must be supported by original signed hard copies. (See "Item 4")

MAILING ADDRESSES

TITLE II AND III EXPENDITURE AND PARTICIPANT REPORTS (12, 12E, 10, 10E, 11)		
	First Class Mail	Overnight Mail
Diskettes (if not electronically transferred):	Employment Development Department Job Training Partnership Division Attn: Financial Management Unit P.O. Box 826880, MIC 69 Sacramento, CA 94280-0001	Employment Development Department Job Training Partnership Division Attn: Financial Management Unit 750 N Street, MIC 69 Sacramento, CA 95814

TITLE III RAPID RESPONSE REPORTS (FORMS JTPA 121, 122), TITLE II-B SUPPLEMENTARY ANNUAL REPORT		
	First Class Mail	Overnight Mail
Mailed in hard copies:	Employment Development Department Job Training Partnership Division Attn: Gemma Angeles-Rubi P.O. Box 826880, MIC 69 Sacramento, CA 94280-0001	Employment Development Department Job Training Partnership Division Attn: Gemma Angeles-Rubi 750 N Street, MIC 69 Sacramento, CA 95814

**REPORTING CONTACT INFORMATION
(CONTINUED)**

INDIVIDUAL PARTICIPANT DATA/XIPD		
	First Class Mail	Overnight Mail
Diskettes:	Employment Development Department Job Training Partnership Division Attn: Janet Leong P.O. Box 826880, MIC 69 Sacramento, CA 94280-0001	Employment Development Department Job Training Partnership Division Attn: Janet Leong 750 N Street, MIC 69 Sacramento, CA 95814

POST PROGRAM FOLLOW-UP		
	First Class Mail	Overnight Mail
Diskettes:	Employment Development Department Job Training Partnership Division Attn: Cindy Tse P.O. Box 826880, MIC 69 Sacramento, CA 94280-0001	Employment Development Department Job Training Partnership Division Attn: Cindy Tse 750 N Street, MIC 69 Sacramento, CA 95814

**PROGRAM MANAGER SDA ASSIGNMENTS
AND TELEPHONE NUMBERS**

North/ South	SDA	Program Manager's Initials	Program Manager	Phone Number
N	ALAMEDA	SW	Scott Winkler	654-8537
S	ANAHEIM	GR	Grey Rider III	654-7508
N	BUTTE	HR	Hal Readdick	657-4346
S	CLT	LK	Linda Kalvelage	653-4103
N	CONTRA COSTA	SA	Stephen Amezcua	653-1662
S	FOOTHILL	GR	Grey Rider III	654-7508
S	FRESNO	DA	Donicio Abarquez	653-4442
N	GOLDEN SIERRA	HR	Hal Readdick	657-4346
N	HUMBOLDT	PF	Paul Fisher	654-6501
S	IMPERIAL	HB	Harry Butler	654-9668
S	KERN/INYO/MONO	DA	Donicio Abarquez	653-4442
S	KINGS	DA	Donicio Abarquez	653-4442
S	LA CITY	LS	Larry Scaramella	653-4204
S	LA COUNTY	HB	Harry Butler	654-9668
S	LONG BEACH	LK	Linda Kalvelage	653-4103
N	MADERA	LR	Lydia Rios	654-7685
N	MARIN	GL	Gloria Lovelady	654-5945
N	MENDOCINO	HR	Hal Readdick	657-4346
N	MERCED	LR	Lydia Rios	654-7685
S	MONTEREY	DO	Doug Orlando	654-6425
N	MOTHERLODE	LR	Lydia Rios	654-7685
N	NAPA	GL	Gloria Lovelady	654-5945
N	NO. CENTRAL	PF	Paul Fisher	654-6501
N	NORTEC	PF	Paul Fisher	654-6501
N	NOVA	DC	Dian Chun	654-9191

**PROGRAM MANAGER SDA ASSIGNMENTS
AND TELEPHONE NUMBERS
(CONTINUED)**

North/ South	SDA	Program Manager's Initials	Program Manager	Phone Number
N	OAKLAND	SW	Scott Winkler	654-8537
S	ORANGE	DN	Dan Nowalis	653-4304
N	RICHMOND	SA	Stephen Amezcua	653-1662
S	RIVERSIDE	LA	Lyle Aardahl	654-5306
N	SACRAMENTO	LPF	Linda Patton-Finch	654-8701
S	SAN BENITO	DO	Doug Orlando	654-6425
S	SAN BERN CITY	LA	Lyle Aardahl	654-5306
S	SAN BERN COUNTY	LA	Lyle Aardahl	654-5306
S	SAN DIEGO	LLS	Lloyd Saito	657-3237
N	SAN FRANCISCO	SW	Scott Winkler	654-8537
N	SAN JOAQUIN	LPF	Linda Patton-Finch	654-8701
S	SAN LUIS OBISPO	DO	Doug Orlando	654-6425
N	SAN MATEO	DC	Dian Chun	654-9191
S	SANTA ANA	LS	Larry Scaramella	653-4204
S	SANTA BARBARA	BL	Barry Lacey	653-4043
N	SANTA CLARA	DC	Dian Chun	654-9191
S	SANTA CRUZ	DO	Doug Orlando	654-6425
S	SELACO	LLS	Lloyd Saito	657-3237
N	SHASTA	PF	Paul Fisher	654-6501
N	SOLANO	GL	Gloria Lovelady	654-5945
N	SONOMA	HR	Hal Readdick	657-4346
S	SOUTHBAY	DN	Dan Nowalis	653-4304
N	STANISLAUS	HR	Hal Readdick	657-4346
S	TULARE	DA	Donicio Abarquez	653-4442
S	VENTURA	BL	Barry Lacey	653-4043
S	VERDUGO	HB	Harry Butler	654-9668
N	YOLO	LPF	Linda Patton-Finch	654-8701